

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Hampstead Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Hampstead Police Department. There are two divisions in the police department:

- Administrative Services Division
- Operations Division

200.3.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Administrative Services Division. The Administrative Services Division consists of technical and administrative services.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by the Chief of Police, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of uniformed patrol who has an ancillary responsibility of conducting criminal investigations.

200.4 COMMAND PROTOCOL

The Authority of the Chief of Police is established and authorized through the Office of the Mayor of the Town of Hampstead and the elected Town Council. Command of the Police Department is generally as follows:

1. Chief of Police
2. Administrative Lieutenant
3. Corporals
4. Patrol Officers

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200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Hampstead Police Department. During planned absences, the Chief of Police will designate a Lieutenant to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) On Duty Corporal
- (b) Senior On Duty Patrol Officer
- (c) Off Duty Corporal

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 ADMINISTRATOR

The Department Administrator will be responsible for the administration of the support functions of the Police Department. Their responsibilities include managing the various and administrative functions of the organization, including but not limited to:

- A. Overseeing the Department's Record Management System.
- B. Managing requests for reports.
- C. Overseeing the care of the Police Department Building.
- D. Overseeing the care and maintenance of the Department's fleet.
- E. Processing all requests for reports and similar documents.
- F. Processing official court requests for expungements.
- G. Managing various court requests related to scheduling and subpoena's.
- H. Answering the main police department telephone number.
- I. Meeting the public that may come to the police department in person for various service requests.
- J. Managing official department correspondence received and sent.

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- K. Directing issues that require a police response to either the Carroll County Emergency Communications Center or to an on duty Hampstead Police Officer.
- L. Forwarding messages to the appropriate individual when necessary.
- M. Overseeing the Police Departments Social Media accounts and activity.
- N. Locating, preparing, applying and managing various grants and programs available for the fund sourcing by the Police Department.
- O. Processing and monitoring all budgetary fund disbursements by the Police Department.
- P. Maintaining the Departments financial records as they pertain to the purchases of equipment and related non-salary expenses incurred during the course of the fiscal year.
- Q. Participating in the budgetary planning and preparation for each fiscal years budgetary presentation.
- R. Additional related administrative duties as directed by the Chief of Police.

200.7 PATROL OFFICER

The duties of a Hampstead Police Officer include but are not limited to the following:

- A. Being accountable to the community of the Town of Hampstead through the Chain of Command.
- B. Actively patrolling the Town being alert for issues related to public safety and taking actions when these issues are observed.
- C. Enforcing the appropriate sections of the Maryland Criminal and Traffic Statutes.
- D. Arresting individuals as necessary.
- E. Conducting investigations into violations of State Law and Town Codes.
- F. Conducts follow up investigations into various offenses as directed.
- G. Prepares reports as appropriate.
- H. Serves warrants and issues summonses as necessary.
- I. Rendering first aid when necessary.
- J. Enforcing the appropriate sections of the Town of Hampstead Code.
- K. Becoming familiar with and actively patrolling the various neighborhoods within the Town limits.
- L. Becoming familiar with and actively patrolling the Town facilities including critical infrastructure.
- M. Engaging with the community when opportunities present the same.
- N. Conducting checks of the Town's Business Community and engaging the same.
- O. Conducting checks of schools located in the Town limits, becoming familiar with the properties, staff and students.

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- P. Responding promptly to calls for service, regardless of how they are received.
- Q. Thoroughly investigating all calls for service, including proper and prompt initial investigations as well as prompt and thorough follow up investigations.
- R. Conducting themselves professionally at all times.
- S. Carrying out assignments as directed by their supervisor.
- T. Additional public safety activities as directed by the Chief of Police.

200.8 CORPORAL OF POLICE

In addition to those duties of a Hampstead Police Officer, a Corporal of the Hampstead Police Department will:

- A. Be accountable to the Town of Hampstead through the Chain of Command.
- B. Promptly carry out assignments and direction as received through the Chain of Command.
- C. Be responsible for general supervisory duties when on duty.
- D. Overseeing patrol functions in the field while on duty.
- E. Monitoring activities during their assigned shift, and making corrections as necessary.
- F. Ensuring that policies and procedures are being followed, and making corrections when necessary.
- G. Advising police administration on events of significance.
- H. Monitoring trends, including but not limited to crime trends, traffic issues, or issues related to the well being of the community, and making corrections in the field to address these issues, or consulting with superiors on possible resolutions.
- I. Reviewing officers work product for quality control issues.
- J. Conducting field inspections as necessary to include equipment and making corrections as needed.
- K. Addressing complaints related to issues or police service and when possible addressing or resolving.
- L. When unable to resolve complaints, collecting the appropriate information and advise the Lieutenant of Police of the issue.
- M. Additional responsibilities as directed by the Chief of Police.

200.9 LIEUTENANT OF POLICE

In addition to those duties of a Corporal, a Lieutenant of Police in the Hampstead Department will:

- A. Oversee the administrative functions of the Police Department.
- B. Monitor and supervise the activities of subordinates, taking corrective actions as needed.

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- C. Process mandated Departmental reporting functions including but not limited to crime statistics, Federal and State related reports.
- D. Reviewing reports, citations, charging documents, search warrants are related documents produced by line officers.
- E. Maintaining regular statistical reporting as required in policy and procedure.
- F. Monitoring internal processes associated with budget process, both planning and disbursement.
- G. Reviewing activities and trends associated with criminal activity throughout the area, and processing this information into the appropriate format for Hampstead Officers to use.
- H. Conduct internal investigations of citizen complaints that cannot be resolved at the Corporal level.
- I. Coordinating scheduling and training.
- J. Providing relevant information on trends and patterns in the region and Town related to deployment and training.
- K. Maintaining COMAR related reporting requirements.
- L. Managing the Departments CJIS related requirements.
- M. Overseeing the Departments video management.
- N. Supervising the Departments community policing activities.
- O. Engaging in the Departments recruiting and retention efforts

200.10 CHIEF OF POLICE

The Chief of Police serves as the Chief Executive Officer of the Hampstead Police Department. They are accountable to the community served in the Town of Hampstead through the oversight of the Office of the Mayor as well as the Town Council. The Chief of Police reports directly to the elected Mayor of the Town of Hampstead. In addition to those duties of a Lieutenant of Police, the Chief of Police will:

- A. Oversee the operations of the Police Department.
- B. Maintain a proper working environment within the Department.
- C. Take actions to maintain accountability within the Department.
- D. Maintain an approachable presence in the community.
- E. Develop relationships with various community groups.
- F. Develop relationships with law enforcement agencies on a local, state and regional level.
- G. Oversee the development and implementation of the Departments budget.
- H. Coordinate efforts as appropriate with the Town Office and Public Works in the furtherance of the best interests of the Town.

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- I. Work with the Police Department Staff to develop and implement long term planning.
- J. Review trends related to criminal activity and address as appropriate.
- K. Oversee the Departments Traffic Safety strategy.
- L. Supervise conduct and discipline matters.
- M. Direct the Police Department to address long term goals and concerns as expressed through the elected body.
- N. Constantly address issues associated with Public Safety and quality of life issues as appropriate in the Town of Hampstead.
- O. Oversee the preparation and administration of the Police Department Budget.
- P. Oversee the recruitment efforts by the Department.
- Q. Continually seek ways to grow community engagement.